

MARCH

1947

APRIL

# the dental assistant



Journal of the  
American Dental  
Assistants Association

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# the dental assistant



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No. 34

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## THE PRESIDENT'S PAGE

One cannot review the history of our American Dental Assistants Association without sensing the thorough organization plans, the ideals and untiring work of our Founder and the original group of four dental assistant groups who formed the A.D.A.A. We hope our progress has justified their efforts and that we may add the present year as a memorable page to this history.

The active participation of every member in the activities of your local, state and National association is of extreme importance. This means being a "real member" and not just "belonging"; it means putting into the organization as much as we would like to derive from it. Such whole-hearted cooperation will assure unlimited success.

You will remember that at our last ADAA meeting we adopted a new standing rule which required the chairman of each of our ADAA Committees to report to the association president by February 1st the activity of her section. These reports have been received, along with those of the ten district trustees and the resume' of progress within the past four months is most commendable and inspiring.

There is still a great need for extension work in membership. According to a survey made in 1943 there are approximately 30,000 or more dental assistants in the United States. Our ADAA membership ratio falls quite short of this number. Surveys further prove that with **efficient** assistants, dental service is increased by a large percentage. Merely learning to do some of the duties of a dental assistant does not constitute efficiency. One must keep in constant training for new ideas, time-savers, knowledge of dental health programs, improved methods of duties, etc., and until such a time that formal training is available on a large scale the best means of improving our efficiency is through our dental assistant societies. Make these opportunities available to more dental assistants in your vicinity and prove their value.

May I take this opportunity to extend our good wishes to those societies holding annual meetings soon; please report on your attendance, programs, new members, etc.

Margaret C. Sharp,  
ADAA President.

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### SONG IN MARCH

I sing the first green leaf upon the bough  
The tiny kindling flame of emerald fire,  
The stir amid the roots of reeds, and how  
The sap will flush the briar.

---

I sing the dream's unfolding, and I sing  
The chrysalis broken by the ice-freed shore,  
The clear air winnowed by the bluebird's wing  
and April at the door!

—Clinton Scollard.

## THE TRAINING OF THE DENTAL ASSISTANT

Formal training in the Art and Science of Dentistry is just over a hundred years old. Previous to the founding of the world's first Dental College in Baltimore in 1839-40, dentists were trained as apprentices in the offices of older and more experienced practitioners. The apprenticeship plan represents the earliest type of training in the field of health services, just as it was the forerunner of our whole complicated educational system. The apprenticeship system serves well in the early stages of development of any field of endeavor.

As knowledge accumulates in any field the apprenticeship system becomes less desirable to both teacher and student. Since the apprentice must learn by doing, as well as assisting the teacher, there is little time available to take into consideration the knowledge being accumulated by other workers in the field. It is evident, therefore, that there must come a time in every field of human activity when formal training must be inaugurated. In my opinion the time has arrived to institute formal training for young men and women who plan to enter the auxiliary service field in dentistry. Furthermore, I believe the time has come to offer this training in the dental colleges.

Dental education from 1840 until World War I, while formal, was isolated and little effort was given toward integrating it with medicine and other related fields. Most dental schools are now integral divisions of university systems and dental students are given a thorough preparation in the biological sciences and, as their training progresses, their clinical work is integrated with every phase of the over-all health service to a community.

Dental assisting as a profession has developed along the same lines; the accumulated knowledge in this field has grown in volume to the point where both dentist and assistant seek formal training in the field.

Following the theory that it is profitable and commendable to supply any evident demand, isolated training schools for dental assistants were established. Some of these schools were connected with business colleges and the graduates developed into good dental secretaries without too much knowledge of their purely professional responsibilities. Other schools were of the "charm" variety where girls acquired the secrets of personal influence, popularity and charm. The graduates of these schools, while highly ornamental, had little practical background for business administration or the professional responsibilities of their chosen field.

The dental profession has been grateful for this type of formal training but has recognized the need for a sounder and all inclusive type of training within the field of dental education. Some years ago several dental colleges established training courses in the highly specialized field of dental hygiene. This development has proved a great contribution to the profession, but while the training was integrated, the practice was isolated and limited to one special activity, that of prophylaxis.

At Meharry, we are attempting to overcome the shortcomings of our auxiliary training in dentistry just as we overcame the shortcomings in medico-dental training some years ago by training the students in one field to work with students from other fields in teams.

Just as we integrated the training of the physician, the dentist, the nurse and the pharmacist to develop a hospital team, we now train the dental student, the dental assistant, the dental hygienist and the dental technologist to work as a dental team during their school days. When they go out into practice they will be able to perform their duties immediately and efficiently.

We have established three auxiliary training programs:

- (1) A one-year course in dental assisting,
- (2) A two-year course in dental hygiene and
- (3) A two-year course in dental technology.

During the morning sessions of the first-year program of each of the three schools, the students study the same subjects. These subjects are chosen to develop the knowledge we believe to be necessary to make a good laboratory assistant. The subjects are taught by the dental faculty assisted by an outstanding dental technologist.

The afternoon program during the first year is specialized to meet the requirements of each auxiliary service. The student assistant and the student hygienist are again in the same classes and study the same subjects. These afternoon subjects are those we believe necessary to develop an efficient dental chair assistant and include the training offered in both the "charm" and "secretarial" type of school to which we previously referred. In addition, the student is given the technical chair-side training by the dental faculty assisted by an experienced and outstanding practicing dental assistant.

This completes the training of the dental assistant and she is ready to seek employment. However, if she is interested in dental hygiene, she may elect to enroll for a second year, at the end of which she receives the diploma in dental hygiene. The dental technologist is also required to complete a second year of study.

During the last quarter of the one-year assisting course, the student assistant is assigned to a team to obtain her clinical experience. The team consists of a fourth-year dental student in his final quarter of training, a second-year hygienist in her final quarter of training and a second-year technologist in his or her final quarter together with the dental assistant who is in her final quarter of training.

Mimeographed lists of step-by-step procedures for each and every operation are placed in the hand of each member of the team. Each student is not only aware of his own duties at any given time during the operation but is also familiar with the duty of each member of the team at every step.

Each member of the team becomes fully aware of our philosophy of dental practice during this final quarter and has an opportunity to prove its soundness. Our philosophy is simple: We believe that a dentist can no more afford to conduct his practice without the assistance of trained auxiliary personnel than a physician could expect to run a hospital efficiently without well-trained pharmacists, nurses, X-ray technologists, medical laboratory technologists and anesthetists. We believe that a dentist's place is at the chair doing the operative and restorative procedures that only he can do. We believe that he is failing in his responsibility to the community which he serves if he continues to do his own prophylaxis, his own laboratory work



or his secretarial work, provided, of course, that trained auxiliary personnel is available who can do the work better and more efficiently.

Furthermore, we do not believe that any dental practice is complete without a dental assistant with charm and personality who can greet patients with a smile, keep them happy during their visit and send them away smiling and looking forward to their next appointment with pleasant anticipation rather than fear and trepidation.

In addition to the undergraduate training program described we offer one-year graduate training courses in both dental hygiene and dental technology. To properly-qualified graduates in dental hygiene, we offer a one-year course in dental X-ray and dental general anesthesia. To technologists we offer a one-year course in gold work and stainless steel casting.

To dental assistants, of course, we offer a second year of undergraduate training leading to the diploma in dental hygiene. At the end of one year the dental assistant receives a certificate which qualifies her to seek employment as a dental assistant, but at any time within the next three years that she decides to work for her hygienist's diploma, she may re-enter Meharry and her year's course in dental assisting will be credited as her first year of dental hygiene.

Our dental auxiliary program at Meharry has attracted nation-wide interest and has the approval of all public health agencies. We have received many inquiries and several requests concerning placing of teams in various health centers. An arrangement with the Slossfield Health Center in Birmingham, Alabama, to furnish it a complete team each year has been made. At present, we have an all-girl team operating there, all of them graduates in our June, 1946, class. The lady dentist who stood high in her class leads the group. The dental assistant and dental hygienist both stood number one in their respective classes. The appointments are for one year with the exception of the dental assistant who may choose to serve a second year as dental hygienist provided she returns to Meharry immediately after one year of service and completes the second year of dental hygiene. During her second year at Slossfield, she will serve in the capacity of dental hygienist for the team.

We hope our pioneer work in the training of auxiliary dental personnel in dental colleges will form a pattern for other dental schools and we also hope that both the dental schools and the general practitioner of dentistry will soon see the value of teamwork in dentistry and insist on the training of auxiliary dental personnel to work in teams following the pattern common to medicine for many years.

We believe there are only three ways to meet the acute shortage of dentists in America. To meet the demands of a program designed to bring dental health service to all our people would require over 200,000 dentists working under the present inefficient plan of practice. We, therefore, believe that to meet this acute demand, it would be necessary to

First, increase the number of dentists from 70,000 to 200,000. This would take greatly enlarged dental schools and greatly expanded dental faculties. Manpower and finances are not available for either.

Second, by intensified research on a scale similar to the Oak Ridge enterprise which would have to eliminate two-thirds of our present

(Continued on page 45)

## "FIRST-AID" TO THE BEGINNER IN PARLIAMENTARY LAW WITH COMMENTARY

Presented by

Sadie L. Hadley, Trustee, First District, ADAA at the  
Massachusetts Dental Assistants Association Meeting,

This sketch, with commentary, is designed to provide "First-Aid" to the beginner in Parliamentary Law. Everyone, at some time or another, is called upon to attend meetings, to take part in them, or even to serve as an officer or on committees. Every member of an organization of this type should know how to take part in, and conduct a meeting in an orderly manner.

If there were no rules or established customs to guide an assembly, and if each could talk on any subject as long and as many times as he or she pleased, and if all could talk at the same time, it would be impracticable in most cases to ascertain their deliberate judgment on any particular matter. Experience has shown the necessity for rules, and for a presiding officer to enforce them, and to preserve order, and for a recording secretary to keep a record of the business transacted by the assembly.

Many societies throughout the country use Roberts Rules of Order as their parliamentary authority, therefore, on all questions not covered by special rule in their by-laws, they must refer to this text for the solution of their problems.

Among the established rules and customs which constitute parliamentary law are the following elementary ones:

1. Only one question can be considered at a time. It must be "put" in the form of a proposition or a motion, be proposed or moved by one member and seconded by another, and then must be "stated" by the presiding officer, after which it is open to debate and amendment.

2. No one can make a motion or speak in debate until he or she has risen and addressed the presiding officer by the proper title and has been recognized by the chair, and thus has "obtained" the floor.

3. No one can speak unreasonably long (over ten minutes in ordinary societies), or more than twice on the same question without permission from the assembly.

4. No member can speak a second time on the same question provided anyone also desires to speak who has not spoken on that question.

5. No one in speaking should address his or her remarks to another member or use another member's name when it can be avoided; remarks should be addressed to the presiding officer.

6. When a question is once before the assembly it must be adopted or rejected by a vote, or be disposed of in some way, before any other subject can be introduced except certain ones which are called privileged motions.

We will now present a simple business meeting which might have been conducted in one of our societies.

Previous to each meeting the Chairman and Secretary should get together and decide upon the business that must be taken up at the meeting. It is the duty of the secretary to prepare the Agenda, which should be made up in duplicate, one for the Chairman and one copy for the Secretary; however, the Chairman may prefer to prepare the Agenda herself, and if she does she should make a duplicate for the Secretary. The business on



the Agenda should be listed according to the Order of Business prescribed in the by-laws.

We find that the Order of Business for this particular society is as follows:

Call to Order.  
Roll Call.  
Reading and Approval of Minutes.  
Report of Executive Board.  
Statement of Treasurer.  
Reports of Standing Committees.  
Reports of Special Committees.  
Unfinished Business.  
New Business.  
Welfare.  
Adjournment.

At the appointed hour, the Chairman should ask the Secretary if a quorum is present. A quorum is the number of members necessary to transact business legally. Without a special rule a majority is a quorum. Being assured that a quorum is present, the Chairman taps the desk lightly with the gavel. Silence should be the immediate response. The Chairman then says:

"The Meeting will please come to order."

CHAIRMAN: Will the secretary please call the roll?

SECRETARY should call the roll from a list of the members alphabetically arranged.

CHAIRMAN: Thank you.

The Roll Call discloses there are non-members present.

CHAIRMAN: The Chair will entertain a motion to accord the non-members the privilege of remaining in the room during the meeting.

ANOTHER MEMBER: Madam Chairman (give name), I second the motion.

CHAIRMAN: It has been moved and seconded that the non-members be accorded the privilege of remaining in the room during the meeting.

CHAIRMAN: Is there any discussion? (Now is the time to debate and discuss the motion. The chairman should give the members ample time to discuss all questions, when, in her opinion, all have talked who wish to, she takes the vote.)

CHAIRMAN: All those who are in favor of the motion please signify by saying "Aye". Those opposed will say "No". Assuming that the vote is in the affirmative, the Chairman announces the vote in the following manner: It is so voted and the non-members have been accorded the privilege of remaining in the room during the meeting. Tap gavel.

(At the close of every transaction the chairman should tap the gavel. The tap of the gavel at the conclusion of a vote is equivalent to a period in writing.)

CHAIRMAN: We will now listen to the minutes of the previous meeting.

(The minutes contain the history of the meeting. They should be statements of fact, without color of any kind. They are like a catalogue, each detail given the same prominence as another, and the Secretary should never allow the minutes to express her opinion, complimentary, or otherwise.)

SECRETARY: Reads minutes.

CHAIRMAN: You have heard the minutes of the previous meeting. Are there any corrections?

(The chairman hesitates and before speaking is sure that no corrections are to be made.)

CHAIRMAN: Hearing none, the minutes stand approved as read. (Tap gavel.)

(If, however, someone detected an error in the minutes, she should call attention to it. The Chairman would then instruct the Secretary to make the correction and then say: "If there are no further corrections the minutes stand approved as corrected.")

(All corrections to minutes should be made in the margin. Never erase anything from the original minutes.)

(If a vote has been taken to expunge a specific item from the minutes a line should be drawn around this particular item, in red ink, and a notation made in the margin stating the name of the person who made the motion to expunge, the name of the seconder, whether the motion was carried or lost, and the date the action was taken.)

CHAIRMAN: Will the secretary please read the resume' of the Executive Board meeting.

SECRETARY: Reads the resume' of the Executive Board Meeting which should contain a summary of all business transacted by that body.

CHAIRMAN: The Chair will entertain a motion to ratify the action taken by the Executive Board.

ANY MEMBER: Madam Chairman (give name), I move that the action taken by the Executive Board be ratified.

ANOTHER MEMBER: Madam Chairman (give name), I second the motion.

CHAIRMAN: It has been moved and seconded that the action taken by the Executive Board be ratified. Is there any discussion?

(Now is the time to discuss the action taken by the Executive Board.)

CHAIRMAN: All those who are in favor of the motion to ratify the action taken by the Executive Board please signify by saying "Aye". All opposed say "No". If the vote is in the affirmative the Chairman will say: "It is so voted and the action taken by the Executive Board is ratified." (Tap Gavel.)

CHAIRMAN: We will now hear the Statement of the Treasurer.

THE TREASURER should report the balance on hand the last time a report was made; total receipts since last report, total expenditures since last report, and balance on hand to date.

CHAIRMAN: Thank you.

(No action is taken on the Treasurer's Statement. It is only when the Treasurer's Report is accompanied by an Auditor's Report that action is taken—this is usually done at Annual Meetings. The Treasurer reads her report, the Chairman immediately calls for the Auditor's Report, then action is taken on the Auditor's Report which automatically carries with it the adoption of the Treasurer's Report.)

CHAIRMAN: Has the corresponding secretary anything to report?

CORRESPONDING SECRETARY: Reads all communications received by her pertaining to the affairs of the society.

CHAIRMAN: Thank you.

CHAIRMAN: May we have the report of the Ways & Means Committee?

CHAIRMAN OF WAYS & MEANS COMMITTEE: Reads report of progress made. (Assuming that this is just a report of progress, no action is necessary, the Chairman simply says: Thank you.)

CHAIRMAN: Has the Board of Censors anything to report?

CHAIRMAN OF BOARD OF CENSORS: The Board of Censors reports favorably on four applications for membership and recommends that they be accepted as members of the society.

CHAIRMAN: The Chair will entertain a motion to adopt the recommendation of the Board of Censors.

ANY MEMBER: Madam Chairman (give name, I move that the recommendation from the Board of Censors to accept the four persons who have qualified be adopted.

ANOTHER MEMBER: Madam Chairman (give name), I second the motion.

CHAIRMAN: It has been moved and seconded that the recommendation from the Board of Censors to accept the four persons who have qualified be adopted. Is there any discussion?

(Chairman should pause a reasonable length of time before taking the vote so that all members who wish to talk on a subject before the assembly may have the privilege of doing so.)

CHAIRMAN: All those who are in favor of adopting the recommendation from the Board of Censors please signify by saying "Aye". All those who are opposed please signify by saying "No". (Assuming that the vote is affirmative the Chairman will say: It is so voted and the four persons named become members of the organization—at this point it is a nice gesture for the Chairman to extend a welcome to the newly elected members.) (Tap gavel.)

CHAIRMAN: We will now hear the report from the Special Committee on the Juliette A. Southard Birthday Party.

CHAIRMAN OF J. A. S. BIRTHDAY PARTY COMMITTEE: This being a party for the purpose of raising money for the J. A. S. Relief Fund, the Chairman of the committee after reading her report recommends that the proceeds from the party be turned over to the J. A. S. Relief Fund.

ANY MEMBER: Madam Chairman (give name), I move that the recommendation from the J. A. S. Birthday Party Committee be adopted.

ANOTHER MEMBER: Madam Chairman (give name), I second the motion.

CHAIRMAN: It has been moved and seconded that the recommendation from the J. A. S. Birthday Party Committee be adopted. Is there any discussion?

ANY MEMBER: Madam Chairman (give name), I move to amend the recommendation so that it will read "That \$20.00 of the proceeds be turned over to the J. A. S. Relief Fund."

ANOTHER MEMBER: Madam Chairman (give name), I second the motion to amend the recommendation.

CHAIRMAN: It has been moved and seconded that the recommendation from the J. A. S. Birthday Party Committee be amended so that it will read "That \$20.00 of the proceeds be turned over to the J. A. S. Relief Fund." Is there any discussion?

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# the dental assistant

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A JOURNAL FOR DENTAL ASSISTANTS DEVOTED TO THEIR  
INTERESTS AND EDUCATION

Bi-Monthly publication of the A.D.A.A. Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by journal or its publishers.

## EDITORIAL DEPARTMENT

### EXTENSION

Plugging in an extension cord that would permit me to have light in a hitherto dark corner I got to thinking about the meaning of that word "extension." It is just packed full of worth-while implications, and as I turned it over in my mind I thought with a great deal of satisfaction about the A.D.A.A. Extension Fund that was created by the Board of Trustees of the A.D.A.A. at the last annual meeting. It is just a small beginning, but it will help the ten District Trustees to extend their work.

There are many kinds of extension work being done in the A.D.A.A. All the major officers and committee chairmen extend long arms of helpfulness and friendliness to assistants all over the United States, through their letters, the reports sent in to the Journal and sometimes the friendly personal visits that are possible.

The girls who give clinics, read papers and make posters for local and state society meetings are extending themselves when they share their ideas with others. In fact every assistant who enjoys a membership in the A.D.A.A., is doing a bit of extension work by becoming a member, for she puts one more Journal into print and becomes one more link in a lengthening chain. Every assistant is important. The ones who get lost in the shuffle in the big cities—oh! the organization needs them so much to strengthen the local societies; and the girls who work in the villages and small towns—sometimes in places where there are only one or two assistants and no possibility of a local society—the organization needs them just as much; wherever there is a Dental Office there is also opportunity and responsibility for an alert assistant to make her influence felt, and there extension work is possible. Remember too, that there are always two sides to extension—giving and receiving.

Yes, we think with much complacency about that A.D.A.A. Extension Fund; we feel a great deal of admiration for our ten hard-working Trustees; the one who last year traveled 2,500 miles by train, plane and car to cover her District and extend the organization work, in that area where miles stretch out between cities; the one up in the Northeastern section of our country who is doing her utmost to reach the villages in her district; the ones who are facing problems in large cities and congested districts; all ten of them, who in spite of limitations brought about by lack of adequate funds; lack of time; lack of sheer physical strength to carry on the work in a busy

office and give of themselves when they get through with the day's work, as well as the constant fight against indifference that every standard bearer faces. We are tremendously interested in seeing that extension fund grow.

And if life isn't giving you all that you want from it—reach out—stretch your efforts—extend yourself—you may be able to touch a star.

—S. L.

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## EDUCATION COMMITTEE BULLETIN

Dear Members of the ADAA:

Education is the basis of the ADAA.

Each year the demand is becoming greater for educated, intelligent and highly trained women assistants in the dental offices. And, until the demand is created for dental assistant courses in more dental colleges, it is the duty and privilege of each component society of the ADAA to conduct a well-rounded educational program to meet the demands of the dental assistant and dentist today.

The American Dental Assistants Association is of the opinion that satisfactory training of the dental assistant must be under the supervision of the dental profession. The aims and ideals of dentistry can be taught successfully only by recognized dental colleges, consequently our policy is to discourage all commercial training of dental assistants.

It has been recommended by the ADAA that each component society have an Education Committee, separate and apart from the Program Committee. It is the duty of the Program Committee to provide programs for regular meetings and duty of the Education Committee to provide study clubs for the members of your society; to discourage commercial training for dental assistants in your city, and to work in cooperation with the national committee on education.

A brochure has been prepared for you in an effort to help your society carry out a well planned educational program. The suggestions herein have been gleaned from the successful experiences of your sister societies. It is of prime importance that wherever possible these courses should be given through the dental schools, by dentists or where convenient by members of dental school faculties. This practice will tend to create more prestige and encourage more attentive and larger classes.

We should like to know the chairman of every component committee, in an effort to be more helpful to each other. And, please, on or before July 1, 1947 report the educational activities of your society, and your experiences in discouraging commercial education in your territory to your ADAA Chairman of Education.

We want to help you, if we may! Best wishes for a successful course.

Sincerely,

ADAA Education Committee,  
Melva Russler, Chairman  
928 Arcade Bldg.,  
St. Louis 1, Mo.



## Secretary's Corner

By AILEEN M. FERGUSON, General Secretary,  
709 Centre Street, Jamaica Plain 30, Mass.



### HONOR ROLL

Alabama D. A. A.  
Northern California D. A. A.  
Southern California D. A. A.  
Denver D. A. A.  
District of Columbia D. A. Soc.  
Florida D. A. A.  
Illinois D. A. A.  
Indiana D. A. A.

Iowa D. A. A.  
Kansas D. A. A.  
Massachusetts D. A. A.  
Missouri D. A. A.  
Philadelphia A. D. A.  
Rhode Island D. A. Soc.  
Tennessee D. A. A.  
Wisconsin D. A. A.

**SECRETARIES:** The names of all members for whom 1947 dues have not been received by April 1 will be removed from the mailing list for the Journal, so be sure to forward ADAA dues for every one that has been paid to your association as early as possible. The ADAA Program Questionnaire which will be sent to each society in April must be completed with the information called for and returned to the General Secretary by May 15. State associations and local societies where no state society exists should prepare to submit the list of their delegates to the ADAA meeting to be held in Boston, Mass., August 4-7, 1947, on this questionnaire.

**ADAA By-Laws**—please write to your ADAA Trustee or to Helen H. Fitting, Apt. 505, 412 W. Horter St., Philadelphia, Pa., as to how your society feels about raising the ADAA dues \$1 per year to finance the Central Office.

**NEW INDEPENDENT MEMBERS OF THE ADAA:** Dental assistants associated with Dr. J. Randle Luten, 809 Boyle Bldg., Little Rock, Ark.; Dr. Fred D. Wood, Little Rock; Dr. J. H. Schackelford, 701 Baltimore Life Bldg., Baltimore; Dr. Elmer F. Corey, 1901 E. 31st St., Baltimore, and Dr. Lewis Notaro, 714 Lamar Life Bldg., Jackson, Miss., have become affiliated. They are: Alice T. Haen, Doris Ostner, Dorothy Kluth, Janice Byrd, and Sadie Greer Craft. We hope you will enjoy your membership.

### CHANGES OF OFFICERS

**PASADENA D. A. A. (S. Calif.)**—President, Alice Schlagel, 603 Oak Knoll Bldg., Pasadena; Secretary, Georgann Emerson, 627 First Trust Bldg., Pasadena.

**DISTRICT OF COLUMBIA D. A. SOC.**—President, Lorraine Mossburg, 629 Mellon St., S. E., Washington; Secretary, Ann Whalen, 3313 14th St., N. W., Washington.

**NEW LONDON D. H. & A. A. (Conn.)**—President, Eleanor Kuhn, 23 Sherman St., New London; Secretary, Rose Susi, 806 Montauk Ave., New London.

**FLORIDA STATE D. A. A.**—President, Rose Horn, 138 Alhambra Circle, Coral Gables; Secretary, Evelyn McVay, 735 Dupont Bldg., Miami.

**MIAMI DISTRICT D. A. A. (Fla.)**—President, Dorothy Jones, 1010 Huntington Bldg., Miami; Secretary, Evelyn Agey, 1002 Huntington Bldg., Miami.



SPRINGFIELD D. A. A. (Ill.)—President, Eleanor Chapman, 608 Myers Bldg., Springfield; Secretary, Hilda Koska, 2921 South 4th St., Springfield.

LOUISVILLE DISTRICT D. A. A. (Ky.)—President, Doris Dugan, 640 Barbee Way, S., Louisville; Secretary, Helen Louise Conkling, 896 Starks Bldg., Louisville 2.

SHREVEPORT D. A. A. (La.)—President, Thelma Pinney Roy, 919 Market St., Shreveport; Secretary, Callie Caston, 1015½ College St., Shreveport.

EDUCATIONAL & EFFICIENCY SOC., FIRST DISTRICT (N. Y.)—President, Alice McEvoy, 22-74 42nd St., Long Island City; Secretary, Robina McMurdo, 6416 183rd St., Flushing, L. I.

CINCINNATI D. A. A. (Ohio)—President, Marjorie Heinz, Doctors Bldg., Cincinnati; Secretary, Helen English, 4600 Montgomery Rd., Cincinnati.

COLUMBUS D. A. A. (Ohio)—President, Martha Tudor, 26 W. Oakland Ave., Columbus; Secretary, Ruth Caulkins, 240 E. State St., Columbus.

PHILADELPHIA A. D. A. (Pa.)—President, May V. Burke, 1187 Villa Nova Ave., Rutledge; Secretary, Nancy Hungate, 202 S. 53rd St., Philadelphia.

PITTSBURGH D. A. A. (Pa.)—President, Betty Bell, 125 Virginia Ave., Pittsburgh; Secretary, Louise Moore, Main St., Saxonburg.

RHODE ISLAND D. A. SOC.—President, Corinne Dubuc, 681 Broadway, Pawtucket; Secretary, Rita Bannon, 62 Prince St., Pawtucket.

FIRST DISTRICT D. A. SOC. (Tenn.)—President, Anis Dougherty, Kingsport; Secretary, Evelyn Quillen, Kingsport.

MEMPHIS D. A. A. (Tenn.)—President, Lucille Reed, 1003 Exchange Bldg., Memphis; Secretary, Irene Moore, 1003 Madison Ave., Memphis.

NASHVILLE D. A. SOC. (Tenn.)—President, Thelma Finch, Bennie Dillon Bldg., Nashville; Secretary, Joy Barton, 652 Doctors Bldg., Nashville.

#### REORGANIZED

BRIDGEPORT D. A. A. (Conn.)—Secretary, Helen Wallace, 955 Main St., Bridgeport.

### TRAINING OF DENTAL ASSISTANTS

(Continued from page 37)

dental defects, making possible the handling of all dental disease with the 70,000 dentists. This plan is also only a dream and contains little of practical worth.

Third, we propose the training and use by our present 70,000 dentists of skilled auxiliary personnel trained in our dental colleges and used as teams.

Since the training of these skilled auxiliaries requires only one to two years and since every dental college has the potential facilities and faculties to conduct such courses, it is well within the economic as well as the academic limits of our dental schools to do so.

We have proved that a dentist working either a two- or three-chair office with a well-trained auxiliary team is able to accomplish three times as much work as he can working alone. It, therefore, seems logical to assume that our present 70,000 dentists with the assistance of 70,000 auxiliary teams could meet the challenge and the responsibility of a complete dental service for all our people.

M. Don Clawson  
Meharry Medical College.  
President

## DID YOU DO IT?

Did you ask another assistant to attend your next meeting? Did you invite her to become a member? If not—do it now! Our NEW MEMBER DRIVE closes on June 1st. That isn't very far away. Don't forget the cash prize for first place and the Blue and Red Ribbons for second and third places in each group. All state associations and local societies where no state society exists are eligible to win these prizes, and the annual trophy awards made at our annual meeting.

Now is the time to think about the Second Big Contest. This one is for the greatest percentage of increase in membership since the close of the last fiscal year. This is the one that makes us work for those renewals. Let us strive to **keep** every single member who is still actively engaged as a Dental Assistant.

Don't let her think that she can get along without us. Investigate Associate Memberships for those "retired" ADAAers who are still interested in our welfare.

The prizes for this contest are the Trophies awarded annually at the A. D. A. A. convention. They are:

First Prize	The Oral Hygiene Trophy.
Second Prize	Silver Cup presented by Dr. Homer B. Robison.
Third Prize	Nye W. Goodman Gavel Trophy.
Fourth Prize	A. D. Mizzy Trophy.
Fifth Prize	Honorable Mention Blue Ribbon.

This contest closes on July 15th so let us get busy.

Remember! We want to Boast 5,000 Members by Boston.

Esther Osborn, Membership Chairman  
1028 East Ramsey  
Fort Worth 3, Texas.

## DO YOU WEAR

No dental assistant is fully uniformed, without her identification, the A.D.A.A. emblem.

Our Pin contest sale is now in full swing, from January 1st-July 1st, 1947. Help your district to be the winner of the prize award, by ordering NOW through your STATE SECRETARY.

No C.O.D. Remittance must be sent with each order.

Only active members in good standing are eligible to wear this pin.

### Price List

10k Emblem Pin .....	\$3.00
10k Single Letter Guard .....	3.00
10k Double Letter Guard .....	6.00
10k Double Numeral (year) .....	6.00
10k Quill .....	3.00
10k Gavel .....	3.00

These prices include Federal Tax. Guards, Quills and Gavels do not count in contest.

Release blanks have been discontinued by vote of Board of Trustees.

### Pin Committee Members 1947

- District 1—Helen Searles, 210 Maine St., Pawtucket, Rhode Island.  
 District 2—Betty Onder, 337 Raritan Ave., Highland Park, N. J.  
 District 3—Virginia Hoffman, 3361 Portola St., Pittsburgh, Pa.  
 District 4—Mary Dell Barnhill, 1320 Empire Bldg., Birmingham, Ala.  
 District 5—Doris Dugan, 728 So. 31st St., Louisville, Kentucky.  
 District 6—Marie Klotz, 3474 No. 1st St., Milwaukee, Wis.  
 District 7—Leila Bardsley, 405 Broadway, Bismarck, No. Dakota.  
 District 8—Ruth Wright, 1006 Union National Bank, Wichita, Kans.  
 District 9—Mary Ann Whalley, 1933 Crenshaw Blvd., Los Angeles, Calif.  
 District 10—Janet Becker, 5502 Haverhill, Detroit, Mich.

Ruth Wright, Chairman  
 A.D.A.A. Pin Committee,  
 1006 Union National Bank Bldg.  
 Wichita, Kans.

### LIST OF CONTRIBUTORS TO THE J. A. S. RELIEF FUND 1945-46

Long Beach, Cal. ....	\$ 10.00	San Francisco, Cal. ....	15.00
San Antonio, Texas .....	15.00	Merrimac Valley, Mass. ....	10.00
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Orlando, Fla. ....	10.00	Tri County D. A., So. Cal. ....	5.00
Fairfield County, Conn. ....	5.00	Kanawa Valley, W. Va. ....	10.00
Houston, Tex. ....	10.00	So. D. A. of N. J. ....	5.00
Cleveland, O. ....	10.00	Cincinnati, O. ....	10.00
Los Angeles, Cal. ....	100.00	Nebraska ....	10.00
Evansville, Ind. ....	25.00	St. Louis, Mo. ....	10.00
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"Quality is never an accident. It is always the result of high intention, sincere effort, intelligent direction, and skillful execution. It represents the wise choice of many alternatives, a wealth of cumulative experience, and it also marks the quest of an ideal after necessity has been satisfied, and usefulness achieved." Dr. E. J. Farmer, Buffalo, N. Y. (A.D.A. Journal).

## VIEWS OF THE NEWS

Looking over the news as it comes in to the Editor's desk, it looks like Dental Assisting was on the "Forward, March" and all assistants alerted. State meetings are scheduled for the months of February, March, April, May and June. The Illinois State Association of Dental Assistants has a one-day meeting on Sunday, February 9th at the Stevens Hotel, Chicago, in conjunction with the Mid-Winter meeting of the Chicago Dental Assistants Association. This Chicago Mid-Winter meeting is always worth-while and attracts assistants from all over the country. Ruth Inskipp, one of the Contributing Editors of the Journal will be there from San Francisco, California. Many members of the Board of Trustees will be in Chicago for this meeting to get together for a conference. President, Margaret Sharp; Treasurer, Evelyn Brett; 2nd Vice President, Katie McConnell, who will represent the A.D.A.A. and give a paper before the Educational Conference of the A.D.A.A. on February 8th; 3rd Vice-President, Steve Ann Montgomery; Immediate, Past President, Lucile Black; Mary Haney, Chairman of the Public Relations Committee and Trustee of the 7th District and many others will be at this meeting.

Portland, Oregon offers interesting programs to the members of their Association. Their January speaker was Dr. K. K. Adams whose topic was "Why I Would Want to Belong to the Dental Assistants Association." Dr. Adams is President of the Oregon State Dental Association; nice cooperation there. In February they will hear Dr. Harold J. Noyes, Dean of the University of Oregon Dental School speak on "Responsibility and Personality in a Doctor's Office." Along with the lecture one of the members will present a clinic each month. In January Welthia Moore gave a short talk on "Gold Foil Preparation" and in February Harriett Hamman gives a clinic on cotton rolls and pledgets.

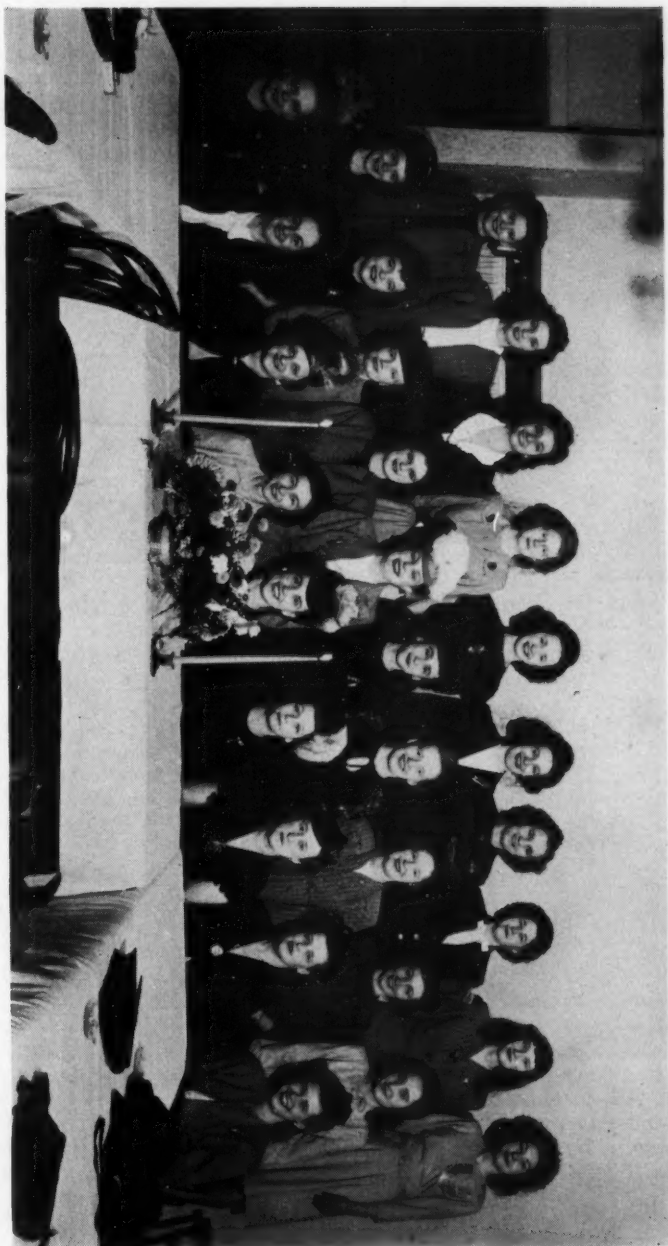
We were happy to note in "The MIRROR", monthly bulletin of the Cincinnati, Ohio, D.A.A. that the assistants have been crowded out of their former accommodations and have been forced to find larger quarters. They recently had as their speaker, Dr. Fred Moore, whose talk on Oral Surgery was illustrated with slides.

Some interesting pictures of Cleveland Dental Assistants were recently shown in "Trade Winds," Journal of the Jane Addams Vocational High School, Cleveland, Ohio.

The Philadelphia Dental Assistants will have a fine meeting with Clinics and an Exhibit Booth at the Greater Philadelphia Dental meeting, February 5-6-7.

A past meeting that did not get into the Journal previously was the Wisconsin State Dental Assistants Association meeting of Sunday, October 27, 1946, held at LaCrosse, Wisconsin, beginning with a noon luncheon. The afternoon was taken up with a comprehensive report of the A.D.A.A. Annual Meeting at Miami, Beach, Florida by Marie Johnson and Ervina Halverson. A picture of this group appears elsewhere in this magazine.

It has been said that in order to feel the true Christmas Spirit it is necessary to sacrifice something personally, and give to others. The Indianapolis Dental Assistants Society did just that! Their annual Christmas Dinner Party was held at the Lincoln Hotel with Virginia Bates, President,



**MEMBERS OF WISCONSIN STATE D. A. A.**  
At their annual meeting in October, 1946.

assisted by Alice Krick, Delores Gray, Jane Lindbergh and Donna Gorham, in charge. Dr. and Mrs. H. W. Mason assisted in making the party a success and Margaret Sharp, ADAA President, was an honored guest. It has been the custom of this society each year to buy toys and clothing for a family of needy children. This year, it was a family of seven. Four of the youngsters attended the party and the indescribable expressions of delight as they opened their packages around the beautifully decorated tree, really created the true Christmas spirit. The Indianapolis girls are to be commended for this worthwhile project. The accompanying picture shows four of the seven happy children who received complete outfits of clothing, as well as toys and the other things that go to make up Christmas.

Incidentally, several new local societies are in process of organization in Indiana; the Indiana State Association of Dental Assistants will hold its 26th annual meeting at Indianapolis, May 19, 20, 21.

Due to the resignation of Polly Martin, this issue of "Views of the News" was edited by Sadie Leach. If your news was not included, please overlook it; it did not reach me. The new Editor of Views of the News will be Miss Rose Barby, 7800 Maryland Avenue, St. Louis, Missouri. Please send your news for the May-June issue to her by March 15th.

### **PARLIAMENTARY FIRST-AID**

(Continued from page 41)

**CHAIRMAN:** All who are in favor of amending the recommendation so that it will read "That \$20.00 of the proceeds be turned over to the J. A. S. Relief Fund" please signify by saying "Aye". All those opposed please say "No". (Assuming that the vote is affirmative) the chairman will say: The amendment to the recommendation is adopted and the vote is now on the adoption of the recommendations. Is there any further discussion or amendments?

**CHAIRMAN:** All who are in favor of adopting the recommendation as amended please signify by saying "Aye". All those who are opposed please signify by saying "No". (Again assuming that the vote is affirmative, the chairman will say: It is so voted and \$20.00 of the proceeds of the J. A. S. Birthday Party will be turned over to the J. A. S. Relief Fund. Tap gavel.

#### **UNFINISHED BUSINESS:**

At the previous meeting clinics and essays were asked for to be presented at the forthcoming State Meeting. This should be followed up by inquiring if any of the girls are ready to submit the title of their clinic or essay. Also any other business that was not completely transacted at the last meeting, or any previous meeting.

#### **NEW BUSINESS:**

A letter from the State Secretary discloses the need for girls to serve on various committees for the State Meeting. Now is the time to appoint them, also take up any new business which may have come in to the Secretary since the last meeting.

(Business is usually brought into the society in three ways—through the secretary, by recommendations from committee reports, and from the floor. All business on the Agenda has the preference over business from the floor.)

(Continued on page 54)





**FOUR OF THE SEVEN HAPPY CHILDREN** who were guests of the Indianapolis, Indiana D.A.A. at their 1946 Christmas party. The children received complete outfits of new clothing as well as toys and goodies.

# OUCH! MY FEET ARE KILLING ME

Reprinted from The British Dental Assistants Journal  
Keep Your Feet Fit . . . With Exercise . . . With Proper Shoes

What are you doing about painful feet? You need not regard them as a necessary evil because you are working long hours in the surgery. They may cause disturbances in the most remote parts of your body later on. Heed foot pains as a warning. Be properly fitted in a working shoe. Between appointments refresh your feet with exercise.

When long hours of work show their effects in that "worn out feeling" look to your feet. . . . The proper standing position and correctly fitted shoes are important to everyone's good health and physical well being at all times. But to you as a dental assistant who spends the major part of her working day on her feet, the care of the feet and the selection of the proper working shoes are factors deserving of your first consideration. Until war-time pressure is lifted, you may be able to do nothing about the steady rush of appointments which gives little time for relaxation, but by giving your feet the attention they should have, you can do much to lessen the war-time fatigue today's working conditions have brought about.

You will regain respect for your feet when you understand how they are constructed and to what a great extent they can affect the functioning of other parts of your body. The foot is an extremely delicate mechanism made up of 26 small bones arranged in such a way that your weight is supported on three points of the foot—the heel, the ball and the outside border.

There are two arches in the foot. One extends lengthwise from the heel to the big toe, half way across the width of the foot. The second arch runs crosswise between the big and little toes. A series of muscles, tendons and ligaments which connect these bones are the structures which give resilience and springiness to your feet, absorb shock and propel you when you walk. So complicated is the anatomy of the foot that a single movement of the foot puts 13 muscles to work, and moving one toe brings 20 muscles into action. When these muscles are kept strong and elastic, you will walk with grace and ease. If you allow them to become flabby and toneless, your walk will lack rhythm and standing will become particularly fatiguing.

Strangely enough, the movements of this intricate mechanism can affect even the most remote part of your body. You are already aware that corns and bunions arise when the muscles of the foot cannot function properly. But medical authorities declare that a long list of troubles, including headaches, backaches, nervousness, indigestion, neuritis and poor circulation, may be traced directly to abused feet.

There are a number of causes of foot discomfort. When arches do not function properly, nerves which should be protected are subject to painful pressure. Infection in the teeth, nasal sinuses, digestive tract and other parts of the body may result in arthritis, circulation disturbances or nerve inflammations in the feet. Posture, too, takes its toll on foot temper. Standing incorrectly with the toes pointing outward causes strain on the inner borders of the long arches. But the most common cause of foot trouble is improperly fitting shoes.

## WHAT TO LOOK FOR IN WORK SHOES

Essentials of properly fitting shoes are generally well known, but the importance of looking for those essentials when looking for working shoes cannot be emphasized enough for dental assistants whose job requires them to stand all day.

Your working shoes, to give you the support you should have from them should be long enough so that there will be no strain on the big toe joint where bunions commonly occur when the foot has been fitted with shoes that are too short. More frequently women err in buying shoes that are not wide enough. Working shoes should not have curved or pointed toes but should have nearly a straight line from heel to toe. This allows plenty of room for the toes which is of primary importance because painful, unsightly corns occur when the toes are cramped. Shoes should be constructed of soft, flexible leather that shapes itself to the foot and moves with it. Heels preferably should not be much over an inch in height, for greater height causes the feet to push forward and in time shortens the tendons in the back of the leg. Tight tendons which occur in the back of the leg and the upper thigh may ultimately effect a breakdown of the arches.

You should never guess about the fit of your shoes. This should be a matter of as great concern as the fitting of glasses, or other physical treatment. Test the fit by putting the full weight of your body on your foot, flex your feet in them. Remember that you must work in these shoes and that they must work with and for you. To be assured of a good fit, particularly if you are now suffering from foot trouble consult an orthopedist or foot specialist who will understand the individual characteristics of your feet and will take remedial steps in prescribing the proper shoes for you.

Although no exercise can take the place of proper shoes, foot exercise is essential to strengthen the muscles and stimulate circulation in the feet, thus inducing relaxation.

The exercises suggested in this article can be practiced between appointments. You will find they are good refreshers that will "pick you up" and help to banish general fatigue.

No. 1—During relaxation periods, make it a practice to rest with your feet propped on a chair or a stool higher than the one on which you are sitting. This position rests the muscles that have been used when you were standing and when you arise a rush of fresh blood will be carried to the feet, stimulating them and bringing them renewed energy.

No. 2—A simple but effective way to ease the feet during brief intervals between appointments is, remove your shoes, cross your legs and then rotate the suspended foot on the ankle, making the toes define a complete circle. Alternate the direction and repeat the exercise on both feet as many times during the day as you can. This is beneficial for it relieves tension of the ankle joint.

No. 3—Another soothing measure to prolong foot comfort is simple massage. Holding the foot cupped in the palms of the hands massage the ball in the area surrounding the small arch. Press firmly but gently with the thumbs.

No. 4—A familiar but sound remedial exercise is, stand on a telephone book or other large book with toes grasping the edge. Grasp the book

(Continued on page 54)

## PARLIAMENTARY FIRST-AID

(Continued from page 50)

When everything on the Agenda has been taken care of, the Chairman then asks:

**CHAIRMAN:** Is there any further business to be taken care of at this time? (Now is the time for members to present their business from the floor, if they wish to do so.)

**SPEAKER:**

The Speaker is introduced either by the Chairman of Program Committee, or if it happens to be one of prominence, it is well for the presiding officer to present him. The person who is to introduce a speaker should always learn something about his or her background so that she will be able to mention some of the speaker's accomplishments in her introductory remarks.

A rising vote of thanks is usually called for when the speaker concludes his discussion.

**ADJOURNMENT:**

The chairman may call for a motion to adjourn and put it through in the regular form or she may simply say: If there is no further business to be transacted, the meeting is declared adjourned. (Tap gavel.)

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## OUCH! MY FEET

(Continued from page 53)

tightly with the toes, relax, and repeat. This strengthens the arches and tones the muscles and tendons of the feet. The same benefits may be derived by picking up objects from the floor with the toes.

Exercising weak toneless muscles to restore them to resiliency may seem like a long, tedious job but ultimately the results will show and they are rewarding. Properly fitting shoes on the other hand, will bring immediate relief and their beneficial effects will grow more apparent.

Use a few minutes every day to preserve and build strong feet with exercise. You will reap your reward in lessened fatigue, and freedom from painful feet which require constant pampering.

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## In Memoriam

Helen Hall, active member of the Oklahoma State Dental Assistants Association who had served as State Secretary in 1937 passed on September 24, 1946 after a short illness.

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### ATTENTION SECRETARIES

Have any of your members passed away since December 1st, 1946?

Do you know of any member who

has passed on previous to that date whose memoriam has not appeared in any edition of the Journal?

Let us make a conscientious effort to have all memoriams appear in the issue following the death. Your notification is our only way of knowing WHEN and WHERE we have lost a member. I will appreciate your cooperation. **THANK YOU.**

Mavis Bitter, Chairman,  
167 N. W. 48th Street,  
Miami 37, Florida.

# THE PREPARATION OF GOLD FOIL

By Welthia Moore

The use of gold foil as a filling material dates back prior to ancient Egypt, since it has been found in the teeth of mummies. At that time, however, it was used for decorative purposes rather than a therapeutic agent in treatment of dental decay.

In modern dentistry, it is probably an established fact that there is no other filling material more perfectly suited to restore certain types of carious lesions.

A successful operation in gold foil begins with the work of the dental nurse in the preparation of that foil prior to the actual operation and upon her proper technique a great deal of the adaptability of the foil to the cavity wall is dependent. Improperly rolled foil may be harsh and brittle and loses all of its cohesive powers—or it may retain all of its soft adaptability and cohesion, depending on how it is manipulated by the nurse in preparation.

Here is a recognized technique in the preparation of foil gold. Have a flat surface on which to lay eight thicknesses of towel, a pair of scissors, cotton tweezers, and a small ruler, which are used for this procedure exclusively. The work should be carried on in a room free from all fumes which might contaminate the foil, such as, illuminating gas, lighted matches or smoke.

Gold foil comes in books four inches square. It should be marked off to the desired sizes and cut carefully. This should be done as accurately as possible, because when

the doctor asks for a certain size, he wants that EXACT size.

The methods of rolling gold vary slightly, but all corners and edges should be tucked in. The less the gold is handled the better, as any unnecessary manipulation tends to make the gold harsh. The hands should be scrubbed thoroughly before touching the gold. If your hands have a tendency to perspire, wash them as often as needed to keep from contaminating the gold.

When annealing, pass the gold through the very tip of the flame or even slightly above the tip. This prevents the contamination of the gold by the unburned gases in the flame.

Different dentists have different conceptions of the form and shape of the gold pellet, some preferring round and some wheat shaped. It is therefore necessary to form the pellets in accordance with the desires of the operator who is going to use the foil. This also applies to how tight the pellets should be rolled. It is also optional to place a small pellet of cotton with a drop or two of ammonia in the box containing the foil as an added precaution against its contamination and premature cohesion.

There seems to be no greater need of team work between the dentist and the nurse than in the manipulation of gold foil. This fine work is a definite challenge to every dental assistant to strive for perfection.

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When investing inlays, if the ring is set on a piece of blotting paper the investment will set much quicker and be much harder because of some of the water being absorbed by the blotting paper.

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*-on a  
toothbrush*



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## DENTAL HINTS

Use light leather or rubber stall over thumb when trimming models to save many a cut.  
\* \* \*

To remove tripoli or rouge from gold work after final polish, wipe off with a pellet of cotton saturated with acetone.  
\* \* \*

Handy oiler of hand pieces and cord driving mechanism. Break off head of any straight burr, dip in oil and carry a drop at a time to small oil hole.  
\* \* \*

Cellophane placed in bottom of pan or heater will prevent modeling compound from sticking.  
\* \* \*

To prevent gagging when taking intra oral X-rays, spray side of packet next to gums with Ethel Chloride.



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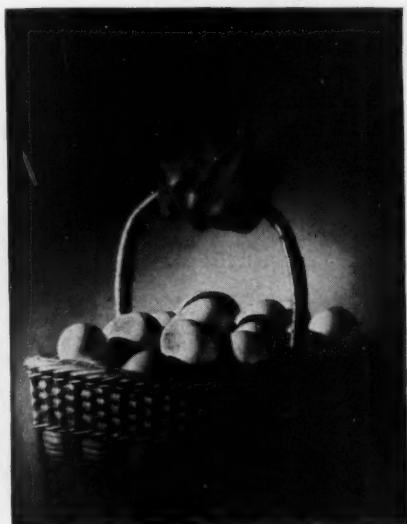
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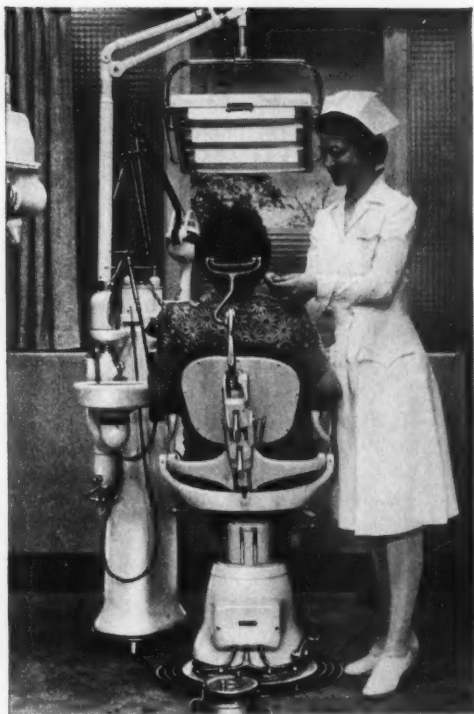
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